

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
January 25, 2012 @ Grayling City Hall

The meeting was called to order at 1:03 p.m. by Chairman Mahank.

Board Members in Attendance: Linda Munsey, Jack Mahank, Dean McCray, Don Williams, Lynn Ruden, Carol Lovely and Howard Taylor.

Board Members Absent: None

Also in Attendance: Director Snyder, Chris Davis, Yvette Smigelski, Earl Corpe.

The Pledge of Allegiance was led by Dean McCray. A prayer was said by Carol Lovely.

AGENDA –Motion by McCray supported by Williams, to approve the agenda. Ayes (7) seven, Nays (0) zero. Motion Carried.

MINUTES – Motion by Taylor supported by McCray to approve the minutes for December 21, 2011 Board meeting. Ayes (7) seven, nays (0) zero. Motion carried.

FINANCIAL REPORT ENDING December 31, 2011

The budget is currently in the black \$39,091.89. Director Snyder reported she anticipates ending in the black this year although she plans to make some larger one time purchases of needed equipment. Ruden asked if the reduction of millage funds were included. Director Snyder noted there is only a proposal to reduce millage, but nothing has passed. No changes have been made at this time.

Motion by Taylor supported by Williams to receive and file the financial report ending December 31, 2011. Ayes (7) Seven, nays (0) zero. Motion carried.

CORRESPONDENCE: None.

REPORTS

- A. **Director's Report:** Williams asked for clarification regarding proposed Senate bills that would reduce taxes. Director Snyder noted proposed Senate Bill 34 and 883 would eliminate the personal property tax for businesses which would reduce millage funds by approximately 8-10%. Discussion followed regarding impact to the COA.

Board members determined the February and March Board meetings will be held at the Grayling City Hall due to space limitations at the normal location. Director Snyder will prepare the necessary postings for the change in meeting location.

Motion by Munsey and supported by Taylor to receive and file the Directors report. Ayes (7) seven, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA:** Chairman Mahank reported NEMCSA met the first Friday in January; however, there was no business that directly affects the COA.

- C. **Area Agency on Aging Advisory Council:** Earl Corpe reported he has been elected as Secretary/Treasurer. Mr. Corpe reported on several programs with funds available for seniors and persons with disabilities to obtain needed specialized devices and medical equipment. Yvette Smigelski was introduced as the new Contracts Manager for AAA.
- D. **Gazette Advertising:** Director Snyder reported the Gazette is still not supporting itself. Discussion ensued regarding additional opportunities for advertisement and funding.

OLD BUSINESS

- A. **Code of Conduct:** The Prosecutor via the County Administrator has approved in writing by e-mail the Code of Conduct Policy. Director Snyder noted the policy will be posted in the COA building and included in the employee handbook. Discussion regarding need for possible additional postings. Munsey will present a copy to County Commissioners. Chairman Mahank noted this is an agency policy, not a board policy.

Lovely left the meeting to take a phone call.

Motion by McCray and supported by Taylor to receive and file the COA Senior Center Code of Conduct created 1-12-12. Ayes (6) six, nays (0) zero. Motion carried.

NEW BUSINESS

- A: **FY 10-11 Annual Report:** Annual Report was discussed. The COA has served fewer meals and less In Home Services than last fiscal year. Director Snyder noted it appears less regular attendees are at the congregate meals. In Home Services appears to be more short-term recipients. Director Snyder will mail the Annual Report to selected recipients and also put in the Crawford County Avalanche.

Lovely returned to meeting.

More discussion regarding Annual Report.

Williams left the meeting.

Motion by Lovely and supported by Ruden to approve the FY 10-11 Annual Report. Ayes (6) six, nays (0) zero. Motion carried.

- B: **Policy Governance Calendar-Agency Evaluation:** Chairman Mahank noted the Policy Governance Calendar is divided into 4 sections. At this time, the first section is being reviewed. Each Board member is asked to complete and return the questionnaire by February 10th. Director Snyder will report the results at the next board meeting.

BOARD MEMBERS COMMENTS/CONCERNS: McCray suggested a yearly meeting to review all COA governance policies.

Williams returned to meeting.

Discussion regarding current review process. It was determined the Board will be given the opportunity to review the policy as a whole instead of in sections. Director Snyder will email the Governance Policy to all board members now. A printed copy will also be included with the April board packet and put on the April agenda.

PUBLIC COMMENT No comments.

ADJOURNMENT Motion by Williams, supported by Munsey to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 2:35pm.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary